

CSC Adopted: October 2001 CSC Revised: \_\_\_\_\_**Class Title: Police Officer II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs patrol duties and responds to calls for service. Performs a variety of duties and tasks related to the protection of life, property and the preservation of the constitutional rights of every citizen. Conducts criminal and traffic investigations, conducts field interviews, serves warrants, subpoenas and other court papers, issues summons and makes arrests, watches for criminal, suspicious, or hazardous situations and takes appropriate police action as necessary. Provides assistance and information to the public and assists in the prosecution of offenders. Maintains administrative requirements and provides public information.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code	ESSENTIAL FUNCTIONS
1 M	Performs investigations by interviewing witnesses, issuing summons, determining causes, supervising and directing crime scenes, locating, apprehending and interrogating suspects, interviewing witnesses, investigating incidents, gathering and analyzing evidence, making arrests, issuing summons, serving warrants, maintaining regular contact with at-risk organizations, reviewing submitted intelligence forms, preparing and disseminating intelligence bulletins, performing surveillance, managing and utilizing informants, analyzing probable cause, maintaining and submitting evidence for laboratory analysis, analyzing suspect information, maintaining contact with governmental agencies, recovering property and evidence, canvassing neighborhoods and maintaining gang intelligence.
2 M	Performs patrol duties and provides response to calls for service by traveling through designated areas, searching for suspicious, hazardous or criminal activity, field interviewing suspected offenders, monitoring and operating communication equipment, conducting preliminary incident investigation, responding to crimes and injury accidents, providing information and advice, issuing citations, pursuing subjects, making arrests and assisting other agencies, managing crowds and riots, providing conflict resolution and making arrests.
3 S	Assists in the prosecution of offenders by preparing cases, testifying in court, working with attorneys and maintaining knowledge of state and city laws.
4 S	Maintains administrative requirements by preparing reports, paperwork and forms, maintaining vehicles, inspecting and maintaining personal equipment, attending specialized training and preparing case files, affidavits, court orders and search warrants.
5 M	Performs special duties by directing traffic and enforcing traffic laws, serving court orders and search warrants, providing security to dignitaries, acting as special operations team member/operator to handle high threat situations, serving as fugitive officer, polygraph officer and pawnshop and secondhand dealer liaison.

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Physical Strength Code		ESSENTIAL FUNCTIONS
6	L	Provides public services by referring victims to government agencies, maintaining visibility for crime deterrence, meeting with the community, organizing and presenting community benefit programs such as safety and drug awareness and serving as a special officer, instructor and explorers post advisor as necessary.

CSC Adopted: October 2001 CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	One year of experience as a Police Officer I and successful appointment to Police Officer II.
Certifications and Other Requirements	Valid Driver's License, Department of Criminal Justice Services (DCJS) certification, <del>CPR, Virginia Criminal Information Network (VCIN), National Criminal Information Network (NCIC), CPR, DUI and SFST Administrator</del>
Reading	Work requires the ability to read various reports, investigative materials, technical manuals, court documents and state and city codes.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, warrants, correspondence, statements, and investigative notes.
Managerial	May include managing and designing community activities and programs.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work may require functioning as a lead worker and would include overseeing work quality, training instructing and scheduling work.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, criminals, lawyers, and judges.

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Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Investigations, surveillance, training, presentations, court, interviews, shooting range
Sitting	C	Investigations, surveillance, training, presentations, court, interviews, driving, case preparation, paperwork
Walking	F	Investigations, walking canines, to/from crime scenes searches, arrests, surveillance, patrolling
Lifting	F	Prisoners, suspects, evidence, equipment, training canines, books, records, files
Carrying	F	Evidence, equipment, books, records, files
Pushing/Pulling	F	Prisoners, suspects, physical training, stalled vehicles, barricaded doors
Reaching	F	Recovering evidence, supplies, equipment, phone
Handling	F	Canines, prisoners, equipment, evidence, supplies, reports, paperwork
Fine Dexterity	F	Typing, writing, firearm control
Kneeling	F	Recovering evidence, arrest procedure, training
Crouching	F	Recovering evidence, arrest procedure, training
Crawling	R	Recovering evidence, arrest procedure, training
Bending	F	Recovering evidence, arrest procedure, training
Twisting	F	Recovering evidence, arrest procedure, training
Climbing	O	Training, stairs
Balancing	O	Stairs, physical training, canine training, using firearms
Vision	C	Reading, computer monitor, driving, investigations, surveillance, observations
Hearing	C	Communicating with personnel, suspects and witnesses and on telephone, listening to radio,
Talking	C	Communicating with personnel, suspects and witnesses and on telephone, two way radio
Foot Controls	F	Driving
Other (specify)	O	Smelling: Detecting marijuana and drugs

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Office and police vehicle equipment. Computer systems and hardware., radio, whistle, flashlight, chemical weapons, surveillance equipment, telephone, cameras, canine units, motorcycles, bikes, maintenance equipment and tools, bolt cutters, fingerprint equipment, metal detectors, radar, breathalyzer, code books, fire equipment, scuba equipment, dive equipment, Mobile Data Terminal (MDT). impact weapons

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	D
Chemical Hazards	W	Extreme Temperatures	S
Electrical Hazards	S	Noise and Vibration	W
Fire Hazards	M	Fumes and Odors	W
Explosives	D	Wetness/Humidity	W
Communicable Diseases	M	Darkness or Poor Lighting	W
Physical Danger or Abuse	W		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Firearms, hazmat gear, gloves, footwear, body armor, knife, nightstick, baton, firearm, handcuffs, latex gloves, chemical weapons, goggles, masks, helmet, canine units

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)